

ADMINISTRATIVE INTERNAL USE ONLY

STATINTL

NAME :

OFFICE :

[REDACTED]

OC-5/CMD/CTB

ADMINISTRATION DIRECTORATE REVIEW: TRENDS AND HIGHLIGHTS

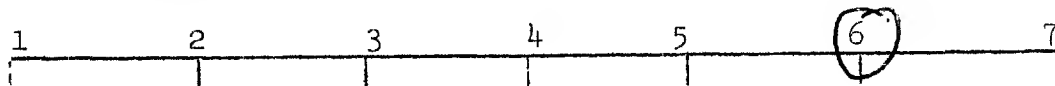
Evaluation

In order to enhance the usefulness of the Trends and Highlights Course to you and future participants, a continuing process of evaluation is necessary. We ask your cooperation in assisting us in keeping the course responsive to the needs of the participants.

COURSE OBJECTIVE

The objective of the course is to update Deputy Director for Administration careerists' knowledge and understanding of current activities, problems and trends in the Directorate and its various offices.

- A. Please indicate on this numerical scale how well in your estimation, the course has met its objective. (Number 1 is the lowest, number 7 is the highest.)



- B. What was the most useful segment of the program to you in your present assignment? The least useful? Please describe how you see the program benefiting you.

*I think the most useful portion was the information given on the Freedom of Information and the Privacy Act. These discussions gave me a great deal of insight on the impact these acts have had on the DDA and the Agency as a whole.*

(See Reverse Side)

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- C. Did you feel the session on the Administration Directorate/ Management & Advisory Group (AD/MAG) was beneficial? Why?

It was quite useful because although I knew of its function was not really sure how it went about doing its job.

- D. Other Comments:

In my opinion some of the speakers had a little too much history and organizational diagrams in their talks. Although this has meaning to some of the audience I doubt that it is useful to the majority. So I think these sort of things should be kept to an absolute minimum although I know a certain amount of background information is necessary.

Overall it was a very interesting and informative course. It has brought me up to date on the rest of the

Directorate and I got a feel for the direction we as an agency are moving. Especially noteworthy as far as I'm concerned was [REDACTED] presentation on Records management, he made what I thought would be a dull hour very interesting.

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